



Cottonwood Heights Facility Use Application

2277 East Bengal Blvd.
Cottonwood Heights, Utah 84121

Acct # _____
Fee _____
Date _____
CC _____

This application does not guarantee a reservation until it is approved by the city.

Which room are you requesting? (circle)

Community
Room

Council
Chambers

Work
Room

Applicant Name: _____

Applicant must be at least 21 years of age and will be responsible for the entire event.

Business Name: _____

Address, City, State, Zip _____

Phone: _____

E-mail (required): _____

2nd Contact Name _____ 2nd Contact Phone _____

Rental Date _____

Estimated Attendance: _____

Rental Start Time _____

Rental End Time _____ Total Hours _____

Rental set up and clean up must be included in the above time.

Please describe the purpose of the event or activity _____

All questions must be answered.

Are you a resident of Cottonwood Heights? YES _____ NO _____

Are you a business of Cottonwood Heights? YES _____ NO _____

Is this a fundraising/revenue producing event? YES _____ NO _____

Are you a government agency? YES _____ NO _____

Will there be soliciting or selling? YES _____ NO _____

Will your event have music? YES _____ NO _____

Please check: Live Band _____ Disc Jockey _____ Amplified Music _____ P.A. System _____ Radio _____

Will you be serving food or drinks? YES _____ NO _____

If yes please describe the food or drink. _____

Do you need the catering kitchen? YES _____ NO _____

The kitchen is only for prepping and warming food.

Will you need table and chairs? YES _____ NO _____

Will you need microphone? YES _____ NO _____

Will you need the A/V system? YES _____ NO _____

Is this event open to the public? YES _____ NO _____

Will you have alcohol at your event? YES _____ NO _____

There are additional requirements and costs if alcohol is served.

"By my signature below, I certify that I am authorized to sign as an agent of the Applicant Terms and Conditions and the Cottonwood Heights Facility Use Policy, and Applicant / Permit Holder hereby agrees to comply with the same and all applicable federal, state and local laws, ordinances, rules and regulations. Applicant / Permit Holder further agrees to pay all required fees, deposits, and costs, including but not limited to, the actual cost of Additional City Services as defined in the Cottonwood Heights Facility Use Policy. This Permit is only valid for the purposes expressly set forth herein and is not valid until executed by the City of Cottonwood Heights."

Applicant Signature _____

Date _____